

(Government Agency/Division) Letter Head

Date

NASA SEWP Program Office
NASA Goddard Space Flight Center
Mailstop 720.4
Greenbelt, MD 20771

(Contracting Officer's Name and Title)
(Government Agency/Division)
(Street Address)
(Suite or Mailstop)
(City, State and zip code)

SUBJECT: Authorization Letter

Dear (SEWP's Contracting Officer's Name):

In accordance with Federal Acquisition Regulation 51.1, **(Contractor/Vender Name)** is authorized to place orders against the NASA SEWP V contract in the performance of **(Government Agency)** contract #_____. Purchases made under the NASA SEWP V contract shall be placed in accordance to the terms and conditions. The authority hereby is granted is not transferable or assignable. The authorization expires **(Period of Performance)**.

Contractor/Vender Information:
(Contractor/Vender Name)
(Street Address)
(Suite, Mailstop)
(City, State and Zip code)

Please address any questions or concerns regarding this authorization to the undersigned at **(Contact number)** or **(Email)**.

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order the SEWP contracts, the contract shall prevail. [\(A.1.2. PROCEDURES FOR ORDERS\)](#).

Sincerely,

[Signature above]
[Your Name]
[Title]